



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
EIGHTH ARMY WIGHTMAN NCO ACADEMY (WLC/KTA)
CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-0208

EAHC-NCOA

7 May 2007

MEMORANDUM FOR: Students in Total Army Instructor Training Course

SUBJECT: Total Army Instructor Training Course (TAITC) Instructions

1. The following personnel are scheduled to attend the TAITC at Camp Jackson.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>UNIT</u>	<u>PHONE#</u>
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- a. Place: Camp Jackson, Bldg # T-2105
 - b. Date/Time: 0800hrs on _____
 - c. Uniform: Duty (BDU / ACU)
 - d. Point of Contact: SFC Veals at 732-7730 e-mail
gregory.veals@korea.army.mil.
2. You are required to attend the entire course (no absences) and pass the final presentation to receive credit for this course.
 3. You are required to report to Camp Jackson (Bldg # T-2105). New Students will bring a copy of DA Form 705 (APFT scorecard) which must be within the last 6 months, Students exceeding the screening table weight of AR 600-9 must also bring a copy of their most recent DA Form 5500-R/5501-R (Body Fat Content Worksheet), copy of ERB, copy of DA1059 from WLC and a copy of last NCOER. If Students do not have a DA Form 705 recording an APFT taken within the last 6 months, an APFT will be administered at 0500 on Day 2. Students will be issued a Student Guide, Student Reference, and Training Schedule. Students will be required to read Chapters 1-5 in their Student Guide and Student Reference prior to the start of the class.

4. Choose two training sessions from a course you are scheduled to teach or two subjects you are comfortable teaching, and bring the lesson plans with you. One lesson should be for a 15-25 minute presentation and the other needs to be for a 50-minute final presentation. Make sure you also bring any visuals, training aids, or student materials that normally accompany the lesson. You will be expected to present a final presentation that consists of the lesson's introduction, 35-40 minutes of its body, and the summary with a closing statement.
5. Students are required to submit a memorandum signed by his/her commander that states what unit instructor position the soldier holds. This is in accordance with the TRADOC attendance requirement that all students be assigned as instructors or pending assignment as instructors. Personnel who are pending assignment, as instructors should submit a copy of their orders assigning them to an instructor position. Students must have at least 6 months left in Korea upon completion of the course.

I have read and understand these instructions.

Students Name/Signature and Date. _____